

## Resumé

### **Human resources management in a small enterprise**

In my work I deal with the topic of human resources management in a small enterprise. In the first chapter I deal with the definition of the concept and historical development of this area.

The second chapter is devoted to circumstances regarding the origin and termination of the employment. Human resources management in this stage begins with planning. Planning means determining the needs of the organization, especially in planning the required number of suitable, adequately trained and properly motivated employees at the right time. The planning is continued by recruitment. This phase ensures that the vacancies will attract sufficient number of suitable candidates. To identify which of the candidates is best suited to fill the job, you need to invite suitable candidates to the selection interview. The aim of the selection process is to find a suitable candidate with whom the contract will be concluded. An important area is the protection of personal data. The end of this chapter deals with the circumstances of termination of employment as defined in § 48-73 LC.

The last chapter covers the main areas of human resources management in a small business. In the subsection "Performance management and evaluation" is devoted to the importance of implementing regular evaluations of staff. Every employer needs to ascertain and verify how employees perform their duties and job requirements. Subsection "Rewarding" deals with the definition of wages and the possibility of using different types of payroll forms with regard to their suitability and applicability in the enterprise. Salary is the remuneration for the work of a staff member. Employers can determine wages in various forms. The most commonly used is time wage, task wage or salary based on performance. The basic principle is the prohibition of pay discrimination.

The part "Education and Development" is devoted to the benefits of a systematic training of the employees. There are evaluated the advantages and disadvantages of methods used to learning in the workplace and outside the workplace. The main reason for training is an effort to eliminate problems in performance. In the subsection "Motivation" I deal with different approaches to motivation and possibilities of their use in small business. Positive motivation is always stronger than the negative. It should be a daily task, because employees always act according to what conduct is directly rewarded.

The subsection "Care about employees" addresses the issue of mandatory and voluntary employers care about their employees. I devote here to the advantages and disadvantages of

different types of working modes. In addition, I deal with the basic rights and obligations of employees and employers from labour protection and health safety.